

**City of Belmont**  
**PARKS & RECREATION COMMISSION**  
**REGULAR MEETING      MARCH 5, 2014**  
**MINUTES**

The regular meeting of the Belmont Parks & Recreation Commission of March 5, 2014 was called to order at 7:00 p.m. at the Belmont City Hall Council Chambers.

**I.                      ROLL CALL**

COMMISSIONERS PRESENT:      Chair (CC) Wright, Commissioner (C) Michaels, Youth Commissioner (YC) Hunter, C Bortoli, C Block, YC Singer, and C Runyan

COMMISSIONERS ABSENT:      None.

STAFF PRESENT:                      Parks and Recreation Director (PRD) Gervais, Recreation Supervisor (RS) Handley and Secretary Saggau

CC Wright welcomed new Youth Commissioner Carly Hunter and thanked outgoing Youth Commissioner Sophie Fox.

YC Hunter, a sophomore at Carlmont High School, stated she was excited to be on the Commission and wants to be a voice for the young people of Belmont.

PRD Gervais explained the City Council is still deciding on a couple Commission seats and that was why Commissioner Wong was not in attendance.

**II.                      APPROVAL OF MINUTES**

**a.   Minutes of January 15, 2014**

**C Block moved, seconded by C Bortoli, to approve the minutes as corrected of the regular meeting of January 15, 2014. Vote 7-0 in favor.**

**b.   Minutes of February 5, 2014**

CC Wright requested a revision on page 5 changing San Mateo County to San Mateo County Energy Watch.

**YC Singer moved, seconded by C Michaels, to approve the minutes of the regular meeting of February 5, 2014 with this correction. Vote 7-0 in favor.**

### **III. PUBLIC COMMUNICATION/COMMENTS/ANNOUNCEMENTS**

C Bortoli reported on the Senior Advisory Committee that is working on selecting furniture for the lobby area and game room in the Senior/Community Center. The City and the Senior Fund will contribute towards this purchase. There is a field trip scheduled to check the furniture at a manufacturer's showroom.

C Michaels stated he met with Recreation Supervisor Doherty and discussed recreation programs and the needs of the community.

YC Singer reported she attended the YAC (Youth Advisory Committee) Attack Conference the past weekend. PRD Gervais thanked YC Singer for her participation at the conference.

CC Wright noted she received an email from Mike Swire regarding biking in the community which she forwarded to all the Commissioners.

PRD Gervais announced the following:

- The Opening Day for Little League would be on Saturday, March 8 at 8:30 am at the Belmont Sports Complex.
- Online registration is open for summer camps and swim lessons and the Summer Activity Guide is near completion.

### **IV. AGENDA AMENDMENTS**

None.

### **V. OLD BUSINESS**

None.

### **VI. NEW BUSINESS**

#### **a. Appointment of Community Member as the At-Large Representative to the Belmont Senior Citizens Advisory Committee**

PRD Gervais explained the Parks & Recreation Commission is the selection body for the At-Large position on the Senior Advisory Committee. The Senior Advisory Committee meets every other month to discuss the senior community and activities at the Center. Dave Karlin, a volunteer at the Center, has applied for this position.

RS Handley reviewed the various volunteer jobs that Dave Karlin has taken on at the Center including creating an English Group and putting on a Music Appreciation class.

Mr. Karlin reviewed his background. He moved to Belmont in 1984 and raised his family here. He took an early retirement and has been active doing a variety of things including volunteering at the Center. Mr. Karlin responded to Commission questions and said he would like to expand the age range of participants at the Center.

**C Bortoli moved, seconded by YC Hunter, that the Commission appoints Dave Karlin to the Senior Advisory Committee. Vote 7-0 in favor.**

**b. Presentation Regarding the Direction of Belmont Village and City-Wide Land Use Policy Amendments and Potential Opportunities for Parks and Recreation**

PRD Gervais introduced Community Development Director (CDD) Carlos de Melo. PRD Gervais noted the goal of the presentation was to create an understanding of the economic development initiatives and how it connects to Parks and Recreation.

CDD de Melo gave an overview on economic development in the City. He explained the City is focusing on downtown revitalization in the area near the civic center by the Ralston /El Camino Real corridor. The city has purchased property in the area to position the downtown for development. A vision statement was defined in 2003 to provide goals and policies. CDD de Melo noted development is important to provide investment that also provides City's funding. To advance economic development the City needs to update its policies, conduct CEQA (California Environmental Quality Act) analysis, and implement tools to focus on downtown.

CDD de Melo stated the General Plan has seven elements, is from 1982, and needs to be updated. Some elements such as the Housing Element have been updated as required by State Law. The Land Use Element and Circulation Element will be focused on first and the Housing Element is currently in progress working with the County. A new element for downtown is the Belmont Village Element.

CDD de Melo explained developers must follow the zoning ordinance which constantly needs changes for current development and planning. Rezoning is required for some projects to occur which can be an obstacle for developers. The current downtown plan was adopted in 1991 and does not allow for taller buildings or mixed use and has a very restrictive floor area ratio. There are design guidelines for single family districts but the City is looking to incorporate this for commercial districts.

CDD de Melo explained the implementation tools – a new zoning document, design guidelines and an implementation plan. A plan to adopt an Environmental document would make it easier for developers to get project approval.

CDD de Melo noted the City Council saw this presentation on February 11, 2014 and they were open to moving this plan forward and getting assistance from consultants to complete required documents. The timeline is difficult to define as policy takes time to prepare and there will be community input but the hope is that it will be completed within two years. CDD de Melo explained the City is getting cost estimates for scopes of work. He noted the City Council has not authorized funding a contract yet but have shifted \$550,000 from the general fund to a specific general plan fund targeted for this plan. It is expected that these costs can be recouped with Development Impact fees.

PRD Gervais explained Parks & Recreation may be impacted when new homes bring more people into the City which can increase demand for park facilities and provide funds for the Planned Park Account. He referred to the Zoning map included in the packet showing the zoning classifications and explained there is no clear Park zoning. Because of this whenever the

City wants to develop or significantly improve a park a Conditional Use Permit is required because the land is not zoned a park. Changes to the Land Use Element would set a potential to create a Park Zoning District. CDD de Melo added this is an opportunity to define the future of Belmont and asked the Commission get the story out and provide feedback to staff.

CCD de Melo and PRD Gervais answered questions from the Commission.

- If all goes well the Land Use Element, the Belmont Village documents and the Environmental Study could be completed in two years.
- The Ralston Corridor Study has provided updated information and may feed into the Circulation Element of the General Plan.
- The School District would be included in these discussions along with other stakeholders.
- The pedestrian walkway area is envisioned to be inward from Ralston & El Camino.
- It is anticipated that there would be mixed use development and that housing would likely be first and then commercial development would follow.
- It is not expected that the goals and policies would allow as much density as larger cities; but instead high quality, mixed use projects that encourage pedestrian activity.
- Community input is important while creating the plan.
- The Parks & Open Space Master Plan tiers off the Parks & Open Space Element.
- The City established a specific zoning district for Open Space last fall.
- The last Housing Element required zoning for 399 additional units but that does not mean they have to be built.
- Environmental Review may determine project size limits but projects would still be required to go through the Design Review process.
- After the Land Use and Circulation elements are updated the completion of the other elements would be easier to do.
- The Climate Action Plan is planned to be adopted by the end of year and will be considered when completing the Elements of the General Plan.
- The Grand Boulevard initiative does not provide requirements but provides guidance, some funding, and has given good feedback on the downtown plan.

The Commission expressed thanks to CDD de Melo for this presentation.

## **VII. DEPARTMENT REPORTS**

### **A. Questions and Comments**

PRD Gervais reported the following:

- The kiosks and an appreciation bench for Councilmember Feierbach have been installed in San Juan Canyon.
- Staff met with the Water Quality Regional Board to discuss the Belmont Creek and flooding issues in the Harbor Industrial Area. Ideas on changing the channel of the creek in Twin Pines Park were discussed at a conceptual level with the project partners.
- The bridge over the spillway at Water Dog Lake will be on the City Council agenda of March 25, 2014.

- Recreation staff participated at the Summer Camp Fair at Hillsdale Shopping Center. The name of the summer camp has been changed to Camp SOAR (Summer Outdoor Adventure Recreation).
- The City's website is being remodeled and PRD Gervais thanked Commissioners that have been helping beta test.
- Bike racks have been installed at the Belmont Sports Complex and costs will be partially covered by a grant.
- The Barrett Ad-Hoc Committee is scheduled to meet on Thursday, March 6, 2014 and School District representatives will be in attendance.
- The designs on the Sports Complex and Davey Glen continue.
- There have been some challenges with installation of an electronic billboard at the Sports Complex due to regulatory issues but Clear Channel is considering another location in Belmont and this will be on the City Council's agenda on March 11, 2014.

#### **B. Future Agenda Items**

Commission Reorganization  
 Public/Private Partnership  
 Restrooms in Parks  
 San Juan Canyon Interpretive Program  
 Ralston Corridor Study & Bike Plan  
 Master Plan  
 Barrett Ad-Hoc Committee Presentation  
 Library Programs

#### **VIII. ADJOURNMENT**

The meeting was adjourned at 9:20 p.m.

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Jonathan Gervais  
 Parks & Recreation Director